

Level **B**

ABC CHILD CARE
SC's QUALITY IMPROVEMENT SYSTEM
REQUIRED PROGRAM STANDARDS
CENTER-BASED PART I

Standard I. Regulatory Requirements

The program maintains compliance to state regulations pertaining to licensure and history of compliance.

REGULATORY STATUS

A. ABC Level B programs shall be regulated as required by the appropriate state/federal licensing and regulatory laws

Evidence: Verification of regulatory status to include: current regular license/approval from SC DSS Child Care Regulatory Services for DSS licensed/approved centers; dated regulatory report from other regulatory bodies as applicable; dated proof of DSS exemption verification.

SCDSS License SCDSS Approval # _____ Date of Expiration _____

Licensed Capacity _____ Infant/Toddler capacity 24/30 months _____

Department of Defense Certificate to Operate DSS Exemption Verification

MEETS/VALIDATED ON-SITE YES NO DATE _____

HISTORY OF COMPLIANCE

B. ABC Level B programs must maintain a history of compliance. History of compliance is defined as having no frequent or multiple deficiencies or a significant event posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations.

Evidence: Documented agency review of program's regulatory history for evidence of frequent deficiencies (3 or more within 6 months); multiple (3 or more different) deficiencies within a 12 month time frame; a one time substantial deficiency. For licensed and approved facilities this includes ABC and Child Care Licensing compliance and for exempt facilities ABC compliance.

MEETS YES NO Date Verified _____

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

Standard II. Administration

The program develops, maintains, and updates written administrative policies and procedures to ensure program efficiency and consistency.

DISCIPLINE POLICY

A. ABC Level B programs acknowledge and understand that discipline is used as a teaching strategy, which supports each child’s social-emotional development and well-being. The program shall have a written discipline policy that outlines the program’s positive and age appropriate guidance strategies. The policy specifically disallows:

1. corporal punishment.
2. any strategy that hurts, shames, or belittles a child.
3. any strategy that threatens, intimidates, or forces a child.
4. the use of food as a reward or punishment.
5. the use or withholding of physical activity as a punishment.

All staff members and parent(s)/guardian(s) of children enrolled in the center shall sign a statement that they have received, reviewed, and understand the discipline policy. These statements shall be maintained on-site and reviewed and re-signed/dated annually.

Evidence: Center’s discipline policy and current statements signed by parents and staff.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____ <input type="checkbox"/> PARTIALLY CORRECTED ____/____/____
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NUTRITION POLICY

B. A healthy and balanced diet includes fruits, vegetables, and whole grains and limits foods that are high in sugar and/or fat. ABC Level B programs have a written policy that incorporates information about the components of a healthy and balanced diet as recommended by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). The policy shall reflect the following criteria:

1. All meals and/or snacks that are provided by the center shall be planned and served to meet the child’s nutritional requirements as recommended by the USDA CACFP in proportion to the amount of time the child is in the center each day with no more than four hours between food services.
2. Sugar intake is limited by the following practices:
 - a) Juice is allowed only once per day in a serving size specified by USDA CACFP for the age group served.
 - b) Sugar sweetened beverages shall not be served.
 - c) Sweet food items are served no more than two times per week.
3. Foods and beverages high in fat are limited by the following practices:
 - a) High-fat meats are served no more than 2 times per week.
 - b) Only skim or 1% milk is served to children age 2 years and above.
 - c) Fried or pre-fried vegetables, including potatoes, are served no more than once a week.
4. Fruits, vegetables, and whole grains shall be served based on the meals/snacks provided, as follows:

Programs serving breakfast, lunch, and snack or serving lunch and 2 snacks:

 - a) Fruit (not juice) is served at least 2 times per day.
 - b) A vegetable other than white potatoes is served at least once a day.
 - c) Whole grain foods are served at least once a day.

Programs serving lunch and snack:

 - a) Fruit (not juice) is served at least once a day.

- b) A vegetable other than white potatoes is served at least once a day.
- c) Whole grain foods are served at least once a day.

Programs serving snack only:

- a) Fruit (not juice) is served at least 2 times per week.
- b) A vegetable other than white potatoes is served at least 2 times per week.
- c) Whole grain foods are served at least 2 times per week.

Evidence: Review of the center's nutrition policy for alignment with criteria 1 through 4 based on full day of food services (breakfast, lunch, and snack). Criteria for less than full day of food service will be pro-rated based on food service provided as indicated above.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____ <input type="checkbox"/> PARTIALLY CORRECTED ____/____/____
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PHYSICAL ACTIVITY POLICY

C. ABC Level B programs have written policies to promote the healthy development of children through physical activity. The policies must include the following:

1. The program encourages and informs parents about their role in dressing their child in clothes and shoes that allow for participation in physical activity.
2. Media (TV, video and DVD) viewing and computer use are not permitted for children age 2 years and under.
3. Encouragement of a least restrictive, safe environment for infants and toddlers at all times.
4. Caregivers are informed about their role in encouraging children to be physically active indoors and outdoors at appropriate times.
5. The program's schedule includes daily, active outdoor play for all children. Written policy should also note that if outdoor time is decreased due to inclement weather, the time of indoor activity is increased to assure the total amount of physical activity remains the same.
 - Full Day Programs (6 hours or more) shall have two to three separate time periods of outdoor play for children 12 to 36 months totaling 60-90 minutes; and two to three separate time periods of outdoor play for preschool and school age children totaling 90-120 minutes.
 - Part day programs (4 to 6 hours) shall have two separate time periods of outdoor play for children 12 to 36 months totaling 40-60 minutes; and two time periods of outdoor play for preschool and school age children totaling 60-90 minutes.
 - Half Day Program (4 hours or less) shall have outdoor play for children 12 to 36 months totaling at least 30 minutes; and outdoor play for preschool and school age children totaling at least 30-45 minutes.

All staff members and parent(s)/guardian(s) of children enrolled in the center must be informed of the physical activity policy.

Evidence: Center's physical activity policy that meets ABC criteria and evidence that staff and parents have been informed.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____ <input type="checkbox"/> PARTIALLY CORRECTED ____/____/____
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Standard III. Staff Qualifications and Development

The program ensures that caregiving is provided by adults who meet education, experience, and professional development requirements. (Note: Only staff 18 years and older can be counted for computation of staff-child ratio.)

DIRECTOR Formal Education & Experience Requirements

A. Professionals who direct educational programs and supervise staff in early childhood centers shall be at least 21 years of age, and shall meet or exceed one of the following:

- (1) a bachelor's degree in child development or early childhood education from a regionally accredited college or institution;
OR
- (2) a bachelor's degree from a regionally accredited college or institution and at least six months verifiable experience as a caregiver in a licensed/approved child care facility;
OR
- (3) an associate's degree in child development/early childhood education from a regionally accredited college with two years verifiable experience as a caregiver in a licensed/approved child care facility;
OR
- (4) a diploma in child development/early childhood education from a regionally accredited college or institution with two years verifiable experience as a caregiver in a licensed/approved child care facility;
OR
- (5) Certificate in child development/early childhood education from a regionally accredited college or institution with two years verifiable experience as a caregiver in a licensed/approved child care facility;
OR
- (6) a Child Development Associate Credential with two years verifiable experience as a caregiver in a licensed/approved child care facility;
OR
- (7) a valid high school diploma or General Educational Development Certificate (GED), with three years experience as a caregiver in a licensed/approved/registered child care facility and a plan to complete the Certificate in Child Development/Early Childhood Education (as in 5 above) or a DSS ABC approved credential/certificate/ diploma/degree within three years. One of the three years experience shall include supervision of other child care staff.

Evidence: List name of staff, documentation of degree/certification and work experience.

MEETS YES NO N/A (If enrolling for school-age only)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

CENTER CO-DIRECTOR Formal Education & Experience Requirements

B. Professionals who co-direct a program that operates more than 12 hours per day shall be at least 21 years of age, and shall meet or exceed one of the following:

- (1) a bachelor's degree or advanced degree from a state-approved college or university in early childhood education, child development, child psychology or a related field that includes at least eighteen credit hours in child development and/or early childhood education;
OR
- (2) a bachelor's degree from a state-approved college or institution in any subject area, six months experience working with children in a licensed, approved or registered child care facility;
OR
- (3) an associate's degree from a state-approved college or university in early childhood education, child development, child psychology or a related field, that includes at least eighteen credit hours in child development and/or early childhood

education with six months work experience in a licensed, approved or registered child care facility;

OR

(4) a diploma in child development/early childhood education from a state-approved institution or a child development associate credential (CDA), and one year work experience in a licensed, approved or registered child care facility;

OR

(5) a valid high school diploma or GED with 3 years experience in a licensed, approved or registered child care facility. One year shall include supervision of child care staff.

Evidence: List name of staff, documentation of degree/certification and work experience.

MEETS

YES

NO

N/A (If enrolling for school-age only)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:

CORRECTED ____/____/____

PARTIALLY CORRECTED ____/____/____

SCHOOL AGE PERSON IN CHARGE OF PROGRAM (on-site) Formal Education & Experience Requirement (If dual role, also Center Director – See Director Requirements.)

C. Staff who are responsible for school age child care programs and supervise other staff shall be at least 21 years of age and shall have at a minimum:

A valid high school diploma or GED and at least three years of work experience related to the care and development of children with a plan for obtaining the SC School-Age Care Credential (SAC 101) within one year. (Applies to plans signed on or after 10/1/12.)

Evidence: List name of staff to include: documentation of degree/certification and work experience. Additional education and training shall be considered in lieu of work experience and SAC Credential requirement.

MEETS

YES

NO

N/A (If enrolling for non school-age only)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:

CORRECTED ____/____/____

PARTIALLY CORRECTED ____/____/____

TEACHERS/CAREGIVERS Formal Education & Experience Requirements

D. Teachers/Caregivers who lead or are in charge of groups of children through age 5 shall be at least 18 years of age and shall meet or exceed one of the following:

(1) A university, college, or technical college degree/diploma/certificate from a regionally accredited college or institution in Early Childhood Education/Development or the equivalent and 6 months experience as a caregiver in a licensed/approved child care facility;

OR

(2) A bachelor's degree from a regionally accredited college or institution and three (3) years of verifiable experience related to the care and development of children. At least 6 months of the experience shall be as a caregiver in a licensed/approved child care facility;

OR

(3) A valid high school diploma/GED and at least 6 months experience as a caregiver in a licensed/approved child care facility and a SC Early Childhood Credential (ECD 101) or other DSS ABC approved credential;

OR

(4) A valid high school diploma or GED and at least six (6) months experience as a caregiver in a licensed/approved child

care facility with a **plan for completing the SC Early Childhood Credential (ECD 101) within one year. (Applies to plans signed on or after 10/1/12.)**

Teachers/caregivers in charge of children ages 6 and up shall be at least 18 years of age and shall meet or exceed the following:

A valid high school diploma or GED and 6 months experience as a caregiver in a licensed/approved child care facility.

Evidence: List name of staff to include age if under 21, documentation of degree/certification and work experience for each caregiving staff in charge of a group of children.

0-2 year olds MEETS YES NO N/A (Based on age group served)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

3-5 year olds MEETS YES NO N/A (Based on age group served)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

6-12 year olds MEETS YES NO N/A (Based on age group served)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

ASSISTANT CAREGIVERS

E. Caregivers who work as assistants to the person in charge of a group of children shall be at least 18 years of age, and shall have a valid high school diploma or GED and at least six (6) months experience as a caregiver in a licensed/approved child care facility. If a caregiver does not meet the experience requirements, the caregiver must be directly supervised for six months by a staff person with at least one-year experience as a caregiver in a licensed or approved child care facility. Within six months of being employed, a caregiver must have six clock hours of training in child growth and development and early childhood education or shall continue to be under the direct supervision of a teacher/caregiver who has at least one year of experience as a teacher/caregiver in a licensed or approved child care facility.

Evidence: A listing by name of all staff to include age if under age 21.

0-2 year olds MEETS YES NO N/A (Based on age group served)

COMMENTS: _____

3-5 year olds MEETS YES NO N/A (Based on age group served)

COMMENTS: _____

6-12 year olds MEETS YES NO N/A (Based on age group served)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

PROFESSIONAL DEVELOPMENT

F. ABC Level B programs shall conform to the following:
Operator and/or director shall have at least 20 clock hours of training (excluding first aid/CPR) during the calendar year to include at least 5 clock hours related to program administration and at least 5 clock hours in child growth and development, early childhood education and/or health and safety, **1 hour related to nutrition, and 1 hour related to children's movement/physical activity.** The remaining hours may come from any identified topic areas; however, at least one hour must include blood-borne pathogen training as required by OSHA.

All direct care staff except emergency person(s) and volunteer(s) shall participate in at least 15 clock hours of training (excluding first aid/CPR) during the calendar year to include at least 5 clock hours in child growth and development and at least 5 clock hours in curriculum activities for children, **1 hour related to nutrition, and 1 hour related to children's movement/physical activity.** The remaining hours may come from any identified topic areas; however, hours must include blood-borne pathogen training as required by OSHA.

Evidence: Documentation of official transcript from the Center for Child Care Career Development (CCCCD). If training is not documented during the current calendar year, and/or the previous calendar year, the provider shall present a plan for required clock hours of training per staff person to the reviewer for approval. * To obtain a transcript see: <https://secure.sc-cccd.net/> Review of records for a sample of a minimum of 5 staff including director.

Director MEETS YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

Caregivers MEETS YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____



Standard IV. Health, Safety, and Well-Being

The program must ensure that the health, safety, and well-being of children and adults are protected and enhanced.

PHYSICIAN STATEMENT AND TB TEST

A. For DSS exempt facilities, each adult shall have:

(1) a written statement from a physician or health resource assessing the health and ability of the staff person to work with children such as ability to move quickly, to assist and/or supervise young children, to lift children, equipment and supplies, to hear and see at a distance for outdoor supervision or driving, etc. The health assessment shall be completed three months prior to employment or within the first month of employment and shall include health history, physical exam, vision and hearing screening, and a review of immunization status. A new health assessment shall be obtained by the operator, director and staff at least every four years after the initial assessment;

(2) written evidence from a physician or health resource attesting that each staff person is free from communicable tuberculosis at the time of employment and subsequently according to state statute.

Evidence: Photocopy of physician/health resource statement.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO N/A DSS License/Approval

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

CPR/FIRST AID

B. A staff member who has current certification in pediatric first aid and child/infant cardiopulmonary resuscitation (CPR) is available on the premises at all times.

Evidence: Documentation of current certification in pediatric first aid treatment and child/infant cardiopulmonary resuscitation (CPR) for identified staff and observation of center coverage by certified staff. Review staffing plan that reflects CPR/First Aid coverage at all times.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

IMMUNIZATIONS

C. Documentation of current children's immunizations (under 5 years) is required or proof that child meets either medical or religious exemption requirements.

Evidence: Documentation is the photocopy of the official current certificate of immunization or written evidence of medical or religious exemption. Review sample of 5 immunization records for compliance with SC DHEC regulations.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____ <input type="checkbox"/> PARTIALLY CORRECTED ____/____/____
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ENVIRONMENT

D. The environment in which a child receives care is free of conditions which might adversely affect the health and safety of the child.

The Program:	YES	NO
1. Maintains clean and sanitary conditions indoors and outdoors.		
2. Is hazard free including space, materials and furnishings (no excessive peeling or chipping paint, exposed wires, sharp objects; cleaning products/medicines properly stored).		
3. Maintains compliance with the applicable Fire Codes. This is to include, but is not limited to having accessible exits (for example – fire doors are not blocked nor improperly locked); having functional smoke detector(s); having functional fire extinguisher(s); and infants and toddlers being cared for in approved classrooms.		
4. Has a working landline telephone. (Cell phones are not included)		
5. Center is free of other conditions which might adversely affect the health and safety of the child(ren).		

Evidence: Reviewer's observation and/or interview with director.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____ <input type="checkbox"/> PARTIALLY CORRECTED ____/____/____
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MENU PLANNING and MEAL SERVICE

E. All meals and/or snacks that are provided by ABC Level B programs shall be planned and served to meet the child's nutritional requirements (see attached charts). ABC Level B programs consistently implement written policies for a healthy and balanced diet that includes fruits, vegetables, and whole grains, and limits sugar and foods high in fat as follows:

1 All meals and/or snacks that are provided by the center shall be planned and served to meet the child's nutritional

requirements as recommended by the USDA CACFP in proportion to the amount of time the child is in the center each day with no more than four hours between food services.

2. Sugar intake is limited by the following practices:

- a) Juice is allowed only once per day in a serving size specified by USDA CACFP for the age group served.
- b) Sugar sweetened beverages shall not be served.
- c) Sweet food items are served no more than two times per week.

3. Foods and beverages high in fat are limited by the following practices:

- a) High-fat meats are served no more than 2 times per week.
- b) Only skim or 1% milk is served to children age 2 years and above.
- c) Fried or pre-fried vegetables, including potatoes, are served no more than once a week.

4. Fruits, vegetables, and whole grains shall be served based on the meals/snacks provided, as follows:

Programs serving breakfast, lunch, and snack or serving lunch and 2 snacks:

- a) Fruit (not juice) is served at least 2 times per day.
- b) A vegetable other than white potatoes is served at least once a day.
- c) Whole grain foods are served at least once a day.

Programs serving lunch and snack:

- a) Fruit (not juice) is served at least once a day.
- b) A vegetable other than white potatoes is served at least once a day.
- c) Whole grain foods are served at least once a day.

Programs serving snack only:

- a) Fruit (not juice) is served at least 2 times per week.
- b) A vegetable other than white potatoes is served at least 2 times per week.
- c) Whole grain foods are served at least 2 times per week.

Evidence: Review of center menus, including snacks, for current week and week preceding or following the current week. Reviewer documents observations of food items served during monitoring visit and notes compliance to listed criteria based on observation of food items served and review of center menus for at least two weeks.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO N/A No food service provided

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____ <input type="checkbox"/> PARTIALLY CORRECTED ____/____/____
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Standard V. Staff - Parent Interaction

The program respects, informs, and supports the family as the child's first teacher, understanding that each family has unique needs and strengths.

PARENT COMMUNICATION

Parents are informed about and welcomed as observers and contributors to the program.

A. Parents shall be informed regularly about the center's program.

Evidence: Provider proof of compliance; example: center policy, newsletter, bulletin board for parents, observation of parent-staff communication. This standard will be validated on-site on the day of monitoring for compliance to staff-

parent interaction based on reviewer observation.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

INFANT/TODDLER PARENT COMMUNICATION

B. For programs serving infants and toddlers, caregivers share daily information with parents regarding feeding times, food eaten, bowel movements, and sleeping patterns.

Evidence: Provider proof of compliance; example: checklist, note to parent, interview with caregiver and/or observation of parent-staff communication.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

N/A (PROGRAM DOES NOT SERVE INFANTS/TODDLERS)

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

PARENTAL ACCESS

C. Parents shall have unlimited access to their children and to the providers caring for their children during the normal hours of program operation and whenever children are in the care of the providers.

Evidence: Provider proof of compliance; example: center policy in handbook, window observation, observation of parents in center, interview with staff. This standard will be validated on-site on the day of monitoring for compliance to staff-parent interaction based on reviewer observation.

MEETS/VALIDATED ON-SITE (DATE) _____ YES NO

COMMENTS: _____

IF CORRECTIVE ACTION REQUIRED:	<input type="checkbox"/> CORRECTED ____/____/____
	<input type="checkbox"/> PARTIALLY CORRECTED ____/____/____

DEFINITIONS

The following are the list of terms used in the Level B Required Standards

1. **Assistant Teacher/Caregiver** – The staff person who assists the person in charge of classroom operation.
2. **Capacity** – The maximum number of children allowed to be present in the facility at one time.
3. **Certificate in child development/early childhood education** – Course of study offered at the SC technical colleges which consists of the following 27 credit hours:
 - ECD 101 Introduction to Early Childhood
 - ECD 102 Growth and Development I
 - ECD 105 Guidance and Classroom Management
 - ECD 107 Exceptional Children
 - ECD 131 Language Arts
 - ECD 132 Creative Experiences
 - ECD 133 Science and Math Concepts
 - ECD 135 Health, Safety and Nutrition
 - ECD 203 Growth and Development II
4. **Co-Director** – The on-site staff person who is responsible for the daily operation of a child care center when the director is not present including, but not limited to, the supervision of staff and children. A co-director is required by child care licensing when the center operates more than 12 hours per day. Programs may informally refer to this person as an assistant director.
5. **Corporal punishment** – The use of physical force to the body as a discipline measure. Physical force of the body includes but is not limited to spanking, slapping, biting and shaking.
6. **Deficiency** – Non-compliance to a requirement.
7. **Director** – The on-site staff person, who is responsible for the daily operation of a child care center, including but not limited to supervision of staff and children. The center director can only have responsibility for one center and may not hold another full-time job during the hours of center operation.
8. **Director Credential 2** – Course of study leading to Credential from the SC Center for Child Care Career Development offered at the SC technical colleges which consists of the following 9 credit hours:
 - ECD 105 Guidance and Classroom Management
 - ECD 108 Family and Community Relations
 - ECD 109 Administration and Supervision
9. **Director Credential 3** – Course of study leading to Credential from the SC Center for Child Care Career Development offered at the SC technical colleges which consists of the following 9 credit hours:
 - ECD 135 Health, Safety, and Nutrition
 - ECD 201 Principles of Ethics and Leadership
 - MGT 121 Small Business Management or MGT 120/MGT 101
10. **Director of School Age Programs** – The on-site staff person, who is responsible for the daily operation of a program that operates outside of school hours, including but not limited to supervision of staff and children.
11. **High School Diploma** – A prescribed secondary course of study that:
 - a. Includes subjects such as: Reading Skills, English, and Mathematics, American and World History, Biology, Social Science, and Physical Science, career-oriented electives like Auto Repair Technician, Personal Computer Specialist, and more traditional electives like chemistry, foreign language, and music.
 - b. Has a minimum compulsory attendance requirement
 - c. Is accepted by institutions of higher education
 - d. May include home school diplomas, as recognized by each state
 - e. Is recognized by the SC Department of Education or is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education.
12. **History of Compliance** – The center maintaining a history with no frequent or multiple deficiencies or a significant event posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations.
13. **Lead Teacher/Caregiver** – The staff person who is primarily responsible for the supervision and wellbeing of a group of children from birth through age 5. This person is also responsible for the management of the classroom and is present with the children during the majority of the day. If a center is open more than 12 hours per day there should be at least 2 lead teachers assigned to each class, to ensure lead teacher coverage throughout the operating day.
14. **Preschool Credential 2** – Course of study leading to Credential from the SC Center for Child Care Career Development offered at the SC technical colleges which consists of the following 9 credit hours:
 - ECD 102 Child Development I
 - ECD 105 Guidance and Classroom Management
 - ECD 107 Exceptional Children
15. **School Age Child** – A child who is between the ages of 5 and 12 and attending school.
16. **School Age Credential** – Course of study leading to Credential from the SC Center of Child Care Career Development offered at

the SC technical colleges which consists of the following 3 credit hours:

SAC 101 Best Practices in School Age and Youth Care Skills

17. **SC Early Childhood Credential** – Course of study leading to Level 1 Credential from the SC Center for Child Care Career Development offered at the SC technical colleges which consists of the following 3 credit hours:
ECD 101 Introduction to Early Childhood
18. **SC DSS Regulations for Private and Public Child Care Centers** – mandated standards that protect the health, safety and wellbeing of children receiving care in child care facilities. The full list can be accessed at:
<http://childcare.sc.gov/main/general/programs/licensing/regulations.aspx>
19. **Staff:Child Ratio** – The maximum number of children permitted per teacher/caregiver.
20. **Staff Orientation** – The process of training a new staff person regarding their position within a child care center.
21. **Supervision** – Adequate supervision requires staff awareness of and responsibility for each child. The staff and/or director must have ready access to children in order to intervene when needed, by being in the room or on the playground at all times when children are present. Direct supervision of infants, toddlers, and preschoolers means the children are within sight and hearing at all times. School-age children should be within sight or hearing at all times.

The Child Care Food Program - Infant Meal Pattern

Age of Baby	Breakfast	Lunch/Supper	Snack
Birth through 3 months	4-6 fluid ounces formula ¹ or breast milk ²	4-6 fluid ounces formula ¹ or breast milk ²	4-6 fluid ounces formula ¹ or breast milk ²
4 months through 7 months	4-8 fluid ounces formula ¹ or breast milk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4}	4-8 fluid ounces formula ¹ or breast milk ^{2,3} 0-3 tablespoons infant cereal ^{1,4} ; and 0-3 tablespoons of fruit or vegetable or both ⁴	4-6 fluid ounces formula ¹ or breast milk ^{2,3}
8 months through 11 months	6-8 fluid ounces formula ¹ or breast milk ^{2,3} ; and 2-4 tablespoons of infant cereal ¹ ; and 1-4 tablespoons of fruit or vegetable or both	6-8 fluid ounces formula ¹ or breast milk ^{2,3} ; 2-4 tablespoons of infant cereal ¹ [and/or] 1-4 tbsp. of meat, fish, poultry, egg yolk, or cooked dry beans or peas; or ½-2 ounces of cheese; or 1-4 ounces (volume) cottage cheese, or 1-4 ounces (weight) of cheese food or cheese spread; and 1-4 tablespoons of fruit or vegetable or both	2-4 fluid ounces formula ¹ or breast milk ^{2,3} or fruit juice; and 0-1/2 slice bread ^{4,6} or 0-2 crackers ^{4,6}

1. Infant formula and dry infant cereal must be iron-fortified.
2. Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.
3. For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.
4. A serving of this component is required when the infant is developmentally ready to accept it.
5. Fruit juice must be full-strength.
6. A serving of this component must be made from whole-grain or enriched meal or flour.

FOOD CHART Child Care Program

CHILD AND ADULT CARE FOOD PROGRAM For required serving amounts for infants up to age 1 year, refer to your handbooks or to program requirements.

	AGE 1 and 2	AGE 3 through 5	AGE 6 through 12	
BREAKFAST	Fluid Milk	1/2 cup	3/4 cup	1 cup
	Juice or Fruit or Vegetable	1/4 cup	1/2 cup	1/2 cup
	Bread or Bread Alternate	1/2 slice*	1/2 slice*	1 slice*
SNACK (Supplement) Select 2 out of 4 components	Fluid Milk	1/2 cup	1/2 cup	1 cup
	Juice or Fruit or Vegetable	1/2 cup	1/2 cup	3/4 cup
	Meat or Meat Alternate	1/2 ounce**	1/2 ounce**	1 ounce**
	Bread or Bread Alternate	1/2 slice*	1/2 slice*	1 slice*
LUNCH/ SUPPER	Fluid Milk	1/2 cup	3/4 cup	1 cup
	Meat or Poultry or Fish or Cheese or	1 ounce	1 1/2 ounces	2 ounces
	Egg or	1 ounce	1 1/2 ounces	2 ounces
	Cooked Dry Beans and Peas or Peanut Butter or other Nut or Seed Butters or	1/2	3/4	1
	Nuts and/or Seeds or	1/4 cup	3/8 cup	1/2 cup
	Yogurt	2 tablespoons	3 tablespoons	4 tablespoons
	Yogurt	1/2 ounce***	3/4 ounce***	1 ounce***
	Juice, Fruit and/or Vegetable (2 or more)	4 ounces	6 ounces	8 ounces
		1/4 cup total	1/2 cup total	3/4 cup total
	Bread or Bread Alternate	1/2 slice*	1/2 slice*	1 slice*

* or an equivalent serving of an acceptable bread alternate such as cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour, or a serving of whole-grain or enriched cereal, or a serving of cooked enriched or whole-grain rice or macaroni or other pasta product.

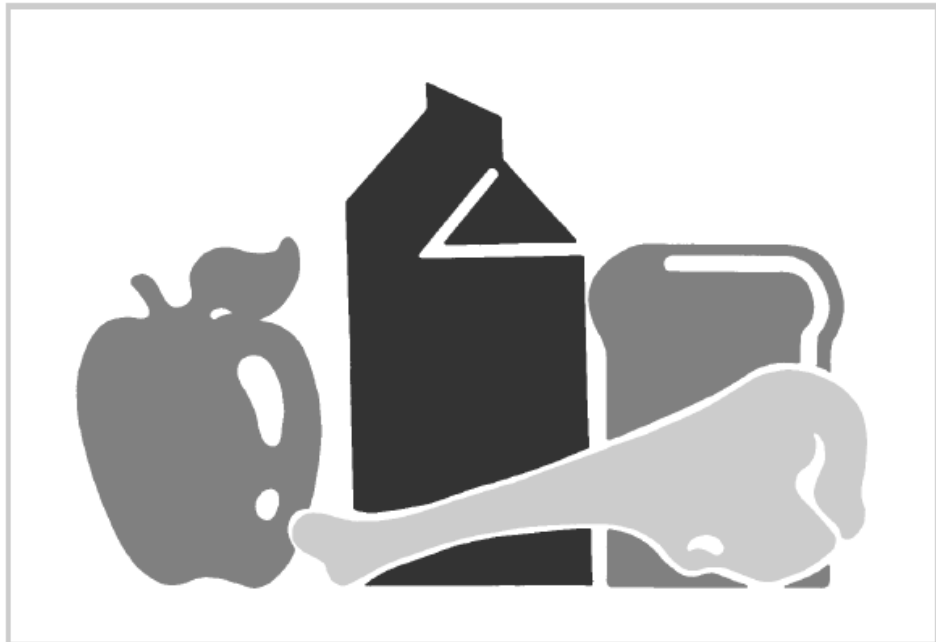
** Yogurt may be used as a meat/meat alternate. You may serve 4 ounces (weight) or 1/2 cup (volume) of plain or sweetened and flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component. For younger children, 2 ounces (weight) or 1/4 cup (volume) may fulfill the equivalent of 1/2 ounce of the meat/meat alternate requirement.

*** No more than 1 ounce of nuts and/or seeds may be served in any one meal.

CAUTION: Children under the age of 5 years are at the highest risk of choking. USDA recommends that nuts and/or seeds be served ground or finely chopped in a prepared food.

The Child and Adult Care Food Program is open to all eligible children regardless of race, color, national origin, sex, age, or disability. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to:

USDA, Director
Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
or call (202) 720-5964 (voice and TDD).



POINTS TO REMEMBER

- Keep menu records
- Count meals served to enrolled children and to program adults
- Each child must be served the required amount of each food group at all meals
- Use full-strength juice